

UNITED STATES MISSION - BOGOTA **VACANCY ANNOUNCEMENT**

No. 093 Job vacancy September 18, 2006

Job vacancy

September 18, 2006

OPEN TO: All Colombian Candidates

POSITION: CHAUFFEUR (0011857K4)

OPENING DATE: Monday, September 18, 2006 at 8:00 am
Bogota, Colombia time

CLOSING DATE: Monday, October 2, 2006 at 4:00 pm
Bogota, Colombia time

WORK HOURS: Full time; 48 hours/week

SALARY: FSN/PSC-3 Col. Ps. \$16,488,034.00-
Col. Ps. \$26,380,858.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 pm Bogota, Colombia time.
 - Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
 - Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under “Recursos Humanos-Vacante”.

[SUBMIT APPLICATION TO:](#)

American Embassy
c/o USAID Human Resources Section
Carrera 45 No. 22 D-45
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Chauffeur.

BASIC FUNCTION OF POSITION

The position is located in the Executive Office of USAID/Colombia, Bogota. The primary purpose of this position is to serve as a motor pool driver. Duties include: operating armored vans and other vehicles to transport Mission staff, TDY personnel and other visitors to and from their lodgings and the USAID office; transporting passengers and cargo in Bogota to and from the airports, providing limited expediting support; maintaining the vehicles in clean and optimal condition; performing minor preventative maintenance; anticipating other routine vehicle maintenance requirements, and completing trip tickets and other daily vehicle records.

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Drives a USAID automobile, serving as chauffeur to the USAID staff and official visitors. Drives USAID staff to and from meetings and appointments at various Government of Colombia Ministries, other entities, counterparts, Universities and various donor agencies in and around Bogota. Provides transportation for Mission American staff and TDY personnel between residences and the USAID Office at beginning and end of the workday. Completes log of mileage and obtains passengers signatures, recording place and time driven. Serves as special support driver during VIP's visits; delivers correspondence, transports light cargo and/or tools and supplies.
- B. When serving as expeditor, meets incoming passengers, both USAID staff, and TDY personnel and help them through immigration and customs. Escorts them to the USAID Office or their arranged quarters. For departing personnel, picks up their luggage, passports and tickets and takes these to

the airport in advance of their flights. Completes immigration formalities; checks their luggage; pays exit tax, and obtains boarding passes. Confirms anticipated flight departure times. Returns to pick passengers up from the USAID Office or their quarters to take them to the airport in time for their flight. When incoming passengers' luggage does not arrive with their flight, follows up with airline and other airport personnel to ensure it is traced and received. Clears late luggage through customs and delivers it to passengers' quarters.

- C. Advises the Motor Pool Supervisor on mechanical aspects of vehicles preventive maintenance and repairs. Reviews quotations from repair shops to verify costs and timing are adequate. Ensures that vehicle assigned is sent to garage for preventive maintenance and repairs; inspects repaired vehicle and garage invoices to ensure work is completed as specified and billed. Maintains the assigned USAID vehicle in clean, fueled, and serviceable condition, including minor and preventive maintenance.
- D. May serve as back to the Motor Pool Supervisor in the coordination of the other divers of the Mission. Prepares monthly reports on mileage, time usage, and fuel consumption by each section office.
- E. Any other related or clerical duties, as assigned.

REQUIRED QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

a. Education:

Completion of primary school is required.

b. Prior Work Experience:

One year of experience as chauffeur; simultaneous or additional experience that indicates competence to perform described duties.

c. Language Proficiency:

Level I English language ability is required. Spanish level III is required.

d. Knowledge:

Sound knowledge of local traffic and driving regulations; detailed knowledge of Bogota streets and routes; general knowledge of vehicle maintenance; knowledge

of radio communications, and security requirements; knowledge of airport customs clearance procedures; knowledge of airline schedules.

e. Abilities and Skills:

Driving and first echelon maintenance skills. Able to exercise tact in interest of expediting officials through airport who may lack visas, health cards. A valid local driver's license appropriate to the vehicle operated is required. Ability to approach users/customers in a tactful and courteous manner.

SELECTION CRITERIA

30 points: Demonstrated driving experience and skills in vehicle basic preventive maintenance.

30 points: Strong interpersonal skills, tact, diplomacy, discretion and team work. Strong customer service abilities. Demonstrated ability to comply with security requirements, traffic regulations and internal regulations as directed by the Supervisor

20 points: Demonstrated ability to work in a position that requires adaptability to frequent changes in assigned tasks.

20 points: Demonstrated knowledge of vehicle maintenance.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY OCTOBER 2, 2006 AT 4:00 P.M. BOGOTA, COLOMBIA TIME

It is the policy of the Agency for International Development to provide equal opportunity in employment for all *people*; to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation; and to promote the full realization of a diverse workforce and equal employment opportunity through a continuing diversity enhancement program in the Agency.

RESUMEN EN ESPAÑOL

FUNCIONES BASICAS DEL CARGO

Las funciones incluyen: manejar camionetas blindadas y otros vehículos para transportar funcionarios de la Misión, visitantes y otros pasajeros desde y hacia sus residencias y las oficinas de la USAID; transportar pasajeros y carga en Bogotá hacia y desde los aeropuertos, dando apoyo en los trámites correspondientes; mantener los vehículos limpios y en óptimas condiciones; llevar a cabo un mantenimiento preventivo básico; programar otros requerimientos rutinarios para el mantenimiento del vehículo y llevar el reporte de uso diario del vehículo y cualquier otro informe requerido.

PRINCIPALES DEBERES Y RESPONSABILIDADES:

- A. Manejar un vehículo de USAID, como conductor de los funcionarios de USAID y visitantes oficiales. Llevar y traer funcionarios de la USAID a reuniones y citas en los distintos Ministerios del Gobierno, entidades, contrapartes, universidades y varias agencias de donantes en y en las afueras de Bogotá. Suministrar transporte a los funcionarios Norte Americanos de la Misión y personal visitante entre sus residencias y las oficinas de la USAID en las horas de la mañana y al final del día laboral. Llenar los reportes de kilometraje recorrido, obteniendo la firma de los pasajeros, registrando el lugar y hora del viaje. Servir como apoyo especial durante las visitas de los altos funcionarios; entregar correspondencia, llevar carga ligera y/o herramientas y suministros.
- B. Desempeñar las funciones de tramitador, recibir a los pasajeros, tanto a funcionario de USAID como a personal visitante y ayudarlos a través de inmigración y aduana. Escoltarlos a las oficinas de USAID o llevarlos a sus respectivas residencias o alojamientos. Para el personal saliendo de la ciudad, recoger su equipaje, pasaportes y tiquetes y llevar estos al aeropuerto con anterioridad a sus vuelos. Llenar las formalidades de inmigración; registrar el equipaje; pagar el impuesto de salida y obtener el pasa bordo. Confirmar con anterioridad la hora de salida del vuelo. Volver a recoger a los pasajeros de las oficinas de USAID o de sus hoteles y llevarlos al aeropuerto a tiempo para abordar el vuelo. Cuando el equipaje de los pasajeros que estén llegando no llega en sus vuelos, hacer un seguimiento con la aerolínea y personal del aeropuerto para asegurarse que se le haga un seguimiento y recibirla. Tramitar la salida del equipaje ante la aduana y entregárselo al pasajero en su alojamiento.
- C. Informar al Supervisor del Motor Pool sobre los aspectos mecánicos de los mantenimientos preventivos y repuestos de los vehículos. Revisar las cotizaciones de los almacenes de repuestos para verificar que los costos y

los plazos son los adecuados. Asegurarse que el vehículo asignado a él sea enviado al taller para los mantenimientos preventivos y repuestos; revisar el vehículo y las facturas del vehículo al salir del taller, para asegurarse que el trabajo esté completamente terminado de acuerdo con las especificaciones y la factura. Mantener el vehículo de USAID asignado a él limpio, con suficiente gasolina y en condiciones para operar normalmente, incluyendo mantenimiento básico y preventivo.

- D. Eventualmente puede reemplazar al supervisor de Motor Pool en la coordinación de los otros conductores de la Misión. Preparar los informes mensuales de kilometraje, tiempo y consumo de combustible por cada sección de la oficina.
- E. Llevar a cabo otras funciones administrativas asignadas por el Supervisor.

REQUISITOS MINIMOS

NOTA: Los candidatos que no reúnan los mínimos requisitos no serán considerados.

- a. Educación: Haber terminado educación primaria.
- b. Experiencia Previa: Se requiere por lo menos un año de experiencia como conductor.
- c. Idiomas: Se requiere Nivel I de inglés y Nivel III de español.
- d. Conocimientos, Habilidades y Experiencia: Se requiere un buen conocimiento del tráfico local y las regulaciones del tránsito; conocimiento detallado de las calles y rutas de Bogotá; conocimiento general de reparación automotriz; conocimiento de las comunicaciones de radio, y requerimientos de seguridad; experiencia en los procedimientos de la aduana aeroportuaria. Conocimiento de los itinerarios de vuelos. Pericia en el manejo y procedimientos del mantenimiento automotor.
- e. Habilidad para dirigirse al usuario/cliente con tacto y cortesía. Se requiere un pase de conducir Categoría 5 vigente.